

**AVAILABLE** Position expected to be open November 1, 2011.

**DURATION** Temporary assignment for approximately 20 months, ending August 31, 2013.

**POSITION TITLE** Program Assistant

**PROJECT** Childhood Lead Poisoning Case Mgmt & Healthy Homes Activities

**REPORTS TO** Greater Sullivan County Public Health Regional Coordinator

#### **DETAILS**

This is an unbenefited part-time, temporary position paid through Sullivan County payroll system. The position offers a pay rate of \$14.00 per hour for up to 12 hours per week, for a temporary term ending August 31, 2013.

#### **SUMMARY**

Provide programmatic and administrative support to Public Health Region, to the Project Case Manager and to the Regional Coordinator. Duties include clerical and project based work. Project a professional company image through in-person and phone interaction with regional partner agencies and hospitals.

#### **PRIMARY RESPONSIBILITIES**

1. Create, modify and edit documents using Microsoft Office applications; compose and distribute business correspondence.
2. Project-based work related to Childhood Lead Poisoning Case Management and Healthy Homes Activities Grant Scope of Service.
3. Perform clerical duties to include but not limited to: photocopying, faxing, mailing, filing, and organization of office supplies.
4. Maintain database of regional healthy homes partners and contacts.
5. Maintain website content updates at [www.sullivancountynh.gov/healthyhomes](http://www.sullivancountynh.gov/healthyhomes)
6. Research related to Childhood Lead Poisoning and Healthy Homes initiatives, which may include work contributing to Needs Assessment and/or Strategic Plan Development.
7. Attend meetings; compose meeting minutes.
8. Maintain hard copy and electronic filing system – coordinate and maintain records.
9. Other duties as assigned.

Attachment 2, Job Description

## **KNOWLEDGE AND SKILL REQUIREMENTS**

1. Professional writing and editing skills related to composition of business letters and Emergency Planning documents.
2. Knowledge of Microsoft Office applications, including but not limited to Word, Excel, Powerpoint, Publisher.
3. Professional telephone protocol and ability to speak clearly to multidisciplinary audiences.
4. Duties require professional verbal and written communication skills and the ability to type 50 wpm. This is normally acquired through one to three years of clerical experience.

## **WORKING CONDITIONS**

Working conditions are normal for an office environment.

The incumbent does not supervise others.